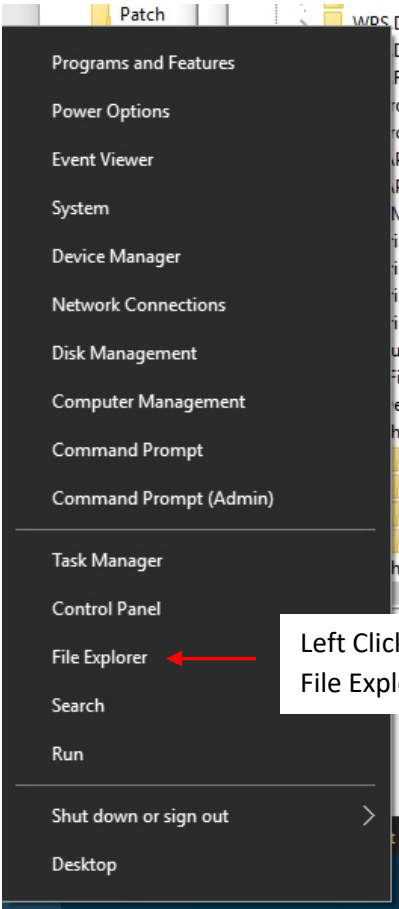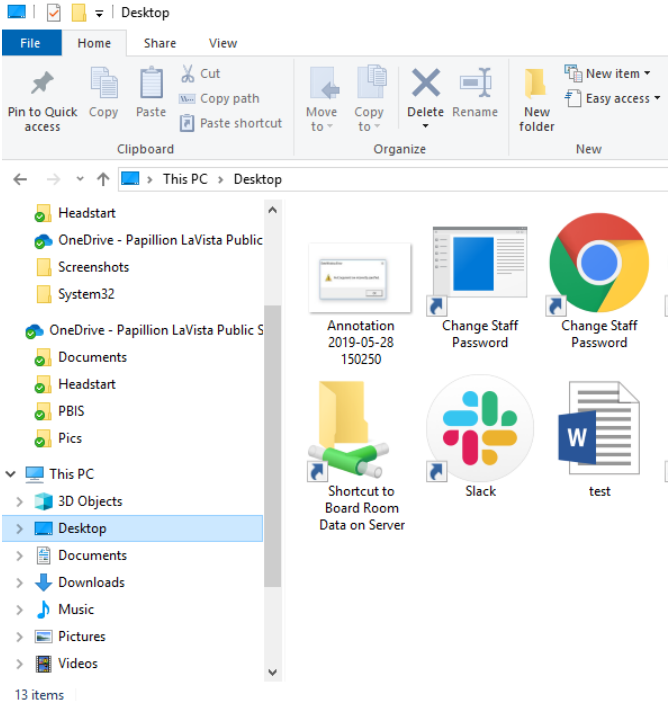# Saving to OneDrive

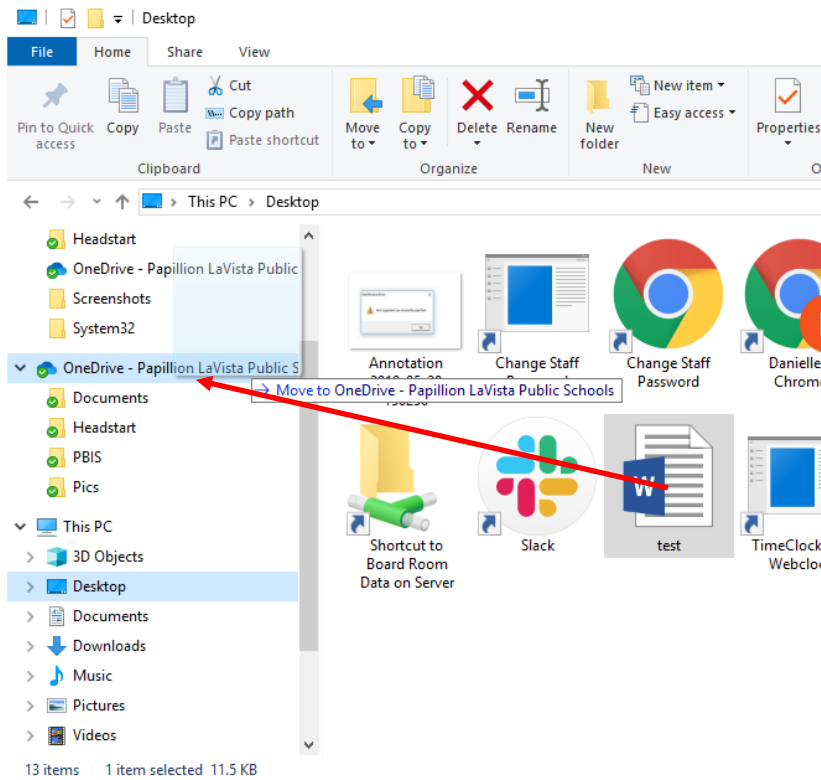Right click on the Windows icon in the lower left corner.

Left Click on File Explorer

Locate your files by clicking the arrow next to This PC

Click and drag the file you want to save into the OneDrive folder.

Once all files have been moved to the OneDrive folder, they must be synced to the cloud. If you see the green checkmark your files are successfully backed up.
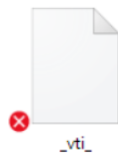
Files or folders sync complete	Files or folders or still syncing	Files or folders cannot be synced

If the files are not syncing, make sure OneDrive is open by clicking on the arrow and looking for the blue cloud in the lower right. If you do not see the cloud, try opening the OneDrive app from the Windows menu.